TM MANAGER CERTIFICATION

1. What is TM MANAGER Certification?
•NAVSEA initiative that will certify TM Managers and TMMA functions
•Patterned after reliability-centered maintenance certification concepts
•Three levels of certification.
•Recertification every three years
•Provides a method to obtain Technical Manual training via the web. Computer-Based Training (CBT) courses will be developed

LEVEL I. APPRENTICE
•In addition to completing the 3-day TM Management Course training, this certification will be designed for personnel who are responsible for:
–Navigating through TDMIS screens
–Understanding of NAVSEA/SPAWAR TM management programs and policies governing TM life cycle
–Understanding ATIS
–Maintaining/loading CDs into ATIS
–Understanding TLMS and maintaining TM configuration by inserting change pages

LEVEL II – JOURNEYMAN
•In addition to Level I training and certification, this certification will be required for TM Managers who are responsible for maintaining TM life cycle support for:
–Processing TMDERs
–Processing FRCs for printing
–TDMIS Training
–Processing an IETM for ATIS compatibility testing

LEVEL III - EXPERT
•In addition to Levels I and II training and certification, this certification will be required for subject matter experts/TM Managers who are responsible for TM acquisition such as:
–Requesting TMCRs/TMSRs
–Requesting or creating distribution lists or doing initial distribution
–Requesting TM/CD-ROM numbers via TDMIS
–Requesting ACN numbers
–Developing ACNs
–Choosing appropriate TM format/application for electronic tm development
–Developing activity TMMP procedures and guidelines
–Signing Certification Sheets
–Resolving TM configuration, safety, and CASREP issues

2. TM Managers that are experienced and follow NAVSEA/SPAWAR policies contained in NAVSEA/SPAWAR INST 4160.3, may apply for LEVEL III Certification by completing the NAVSEASEA/SPAWAR Technical Manual Manager Certification Request form on-line and submitting to NSDSA. The form is available on the NSDSA website / under TMMA / NAVSEA/SPAWAR Technical Manual Manager Certification Request. A copy of the information requested is attached.

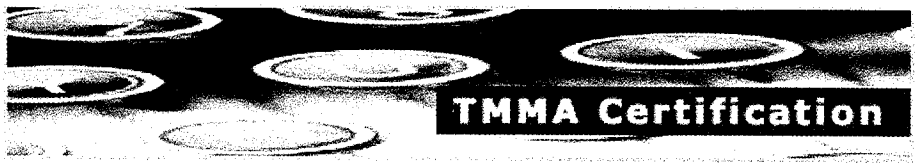
Your Guide to TMMA

TMMA Conference Presentations

TMMA Template Packages

TMMA Metrics Slides

NAVSEA/SPAWAR Technical Manual Manager Certification Request



NAVSEA/SPAWAR Technical Manual Manager Certification Request

NAVSEA and SPAWAR headquarters have decreed that individuals functioning as Technical Manual Managers/Technical Manual Maintenance Activities shall be certified to function in those roles. Certification requirements include:

- Successful completion of NAVSEA/SPAWAR Technical Manual Management Training (formerly Technical Manual Technology Orientation)
- Successful completion of TDMIS training
- Successful development of a written and accepted TM program implementation policy for your Command, or ability to provide same.
- Ability to perform all functions of a TMMA as defined in NAVSEAINST 4160.3 and SPAWARINST 4160.3.

To request certification, please fill out the form below and submit by clicking on the "Submit" button upon completion.

Please direct your TMMA certification questions and concerns to 805-228-0349/0758.

Your Name:

Your Title:

Your Activity/Code:

Your Telephone:

Your Email:

How long have you been a TMMA/TM Manager?

How many technical manuals are you responsible for?

Have you taken the Technical Manual Management Program (TMMP) course? When?:

Have you taken the TDMIS course? When?

How many of your manuals are not stocked at Naval Inventory Contorl Point (NAVICP) [non-stocked status]?

Does your Activity have an updated TMMP Implementing Instruction or is your activity ISO 9000 certified?
(To be certified as a TM Manager, forward a copy to NSDSA of either the TMMP Implementing Instruction or the ISO 9000 approved procedure for your TM Program.)

In your present job, do you...

(a) Navigate through TDMIS screens?

(b) Understand NAVSEA/SPAWAR TM Management Programs and Policies governing TM life cycle?

(c) Understand and Process IETMs for ATIS?

(d) Maintain/load CD ROMS into ATIS?

(e) Understand Technical Library Management System (TLMS)?

(f) Maintain TM configuration by inserting change pages?

(g) Process TMDERS?

(h) As a TM Manager, how many active TMDERs are applicable to your TMs?

(i) How many of the active TMDERs applicable to your TMs are status code 00 (delinquent)?

(j) Process Final Reproducible copies for printing?

(k) Include a signed Technical Manual Certification Sheet with the Final Reproducible Copy (FRC) of every TM/IETM?

(l) Request Technical Manual Contract/SEATASK Requirements (TMCRs/TMSRs)?

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(m) Request or create distribution lists and labels, or do initial distribution?

(n) Request TM/CDROM numbers via TDMIS?

(o) Request Advance Change Notice (ACN) numbers?

(p) Develop ACNs?

(q) Choose appropriate TM format/application for electronic TM development?

Agreement: By submitting this request for certification, I hereby agree, to the best of my ability, to perform all the functions of a TM Manager/TMMA in accordance with established NAVSEA/SPAWAR TMMP policy. I further understand that failure to do so, or intentional violation these policies may result in the revocation of my certification, and possible loss of data base access and/or update privileges.

NSDSA Tools:	TM Print Collation Run Estimator	TM Printing Cost Estimator	Reading Grade Level Utility	Navy Technical Screening
Preferred Product List	The Anchor Desk	Sailor to Engineer	Official Navy Site	Navy Jobs

This is an official U.S. Navy Web Site.

Read important conditions, restrictions, and disclaimers.

Read the privacy and security statement.

Feedback, Comments and Questions.